

## State Fair Parking Management Services Q&A's

1. **Q. Are there pre-paid parking tickets?**  
A. Yes, they are only sold from the Box Office on the Fairgrounds.
2. **Q. Are parking tickets sold online?**  
A. No.
3. **Q. Will the Department's Human Resource Office be handling the hiring?**  
A. No. As noted under "Proposer Provided Services" the "employment and management of employees hired for parking services will be by the selected contractor".
4. **Q. Will background checks be required?**  
A. No.
5. **Q. When can the selected contractor expect payment of the Direct Labor Costs?**  
A. Payment will be processed upon receipt of a claim form.
6. **Q. What are the labor rules with regards to staffing?**  
A. The selected contractor will need to comply with both The Fair Labor Standards Act & the State of New York Labor Laws.
7. **Q. What labor controls will the Department be requiring regarding the payroll?**  
A. Payrolls must show the following information for each person employed: name, address, last 4 digits of ss#, classification(s) in which the worker was employed, hourly wage rate(s) paid, number of hours worked. The fringe benefits should be broken out. Payrolls records include, but are not limited to time cards (signed by both the employee and supervisor), payroll stubs, work description sheets (work schedules). The Department will be auditing the payroll during the pre-Fair and Fair.
8. **Q. Can the Department's swipe system be used?**  
A. No.
9. **Q. Would employees be eligible for overtime?**  
A. The selected contractor will need to comply with The Fair Labor Standards Act & the New York State Labor Laws.
10. **Q. Would the selected contractor be required to use the swipe?**  
A. No.
11. **Q. Will the Department advertise for the parking positions?**  
A. No.
12. **Q. Would the Department provide a list of the employees who have worked in the past?**  
A. See attachment #1
13. **Q. Are the rates listed in the proposal for 2011 the rates to be paid for 2012?**

- A. The information provided regarding 2011 is for information purposes only. Your staffing proposal (and estimated direct labor cost) must be part of your response to the RFP.
- 14. Q. Will the payroll need to be certified?**  
A. Yes, the payroll will need to be certified by the selected contractor. At a minimum, the selected contractor must provide copies of payrolls or transcripts subscribed and affirmed as true under penalty of perjury.
- 15. Q. Will the reimbursement be on the estimated amounts provided as part of the response to the RFP or the actual costs?**  
A. The actual costs will be reimbursed by the Department. As noted under "Proposer Provided Services " the selected contractor will be reimbursed "the actual direct labor cost, fringe benefits, and cost of preparing payroll for these employees; your charge for the hiring, supervision, time and attendance audit shall be included in your management fee".
- 16. Q. Will a separate radio frequency need to be provided for the State Police and Towing Company?**  
A. No, just radios for communication with the State Police, towing company and the Department's Parking Manager.
- 17. Q. Are camping credentials being pre-sold as in years past?**  
A. Yes, camping credentials were made available online from March 1 – March 31, 2012. But, as noted under "Proposer Provided Services" in the RFP, the selected vendor will have to "sell and process camping reservations at the parking office" beginning four weeks prior to the first day of the Fair.
- 18. Q. What gates will also be selling admission?**  
A. Vehicle gates 10, 11 & 12.
- 19. Q. Is the location of the existing parking trailer staying the same?**  
A. The parking office trailer will be located on the outside of Gate 8.
- 20. Q. Will the Fair be providing trash pickup, towing and maintenance of the lots?**  
A. Yes.
- 21. Q. Will the Fair be providing the aprons for the cashiers?**  
A. No, this would be the responsibility of the selected contractor.
- 22. Q. Will the Fair require any uniform for the staff?**  
A. The staff should be dressed appropriately and should be easily identifiable as employees of the selected contractor.
- 23. Q. Will the Fair provide for the admission of the employees?**  
A. The Department will provide admission and parking credentials to selected contractor for use by scheduled staff.
- 24. Q. Will the Fair provide the sewer pump out of the parking trailer?**  
A. No.

25. **Q. Will the Fair provide ice?**  
A. No.
26. **Q. Who will provide the banks (change) and parking tickets?**  
A. The Department will provide the banks (change) and parking tickets.
27. **Q. How is the money processed?**  
A. Attachment #3 to the RFP provided a summary of revenue procedures. The selected contractor will be provided with more specific instruction upon award of the contract.
28. **Q. Can the staffing setup change from previous setups?**  
A. Yes. As was noted under "Proposer Provided Services" the information provided relative to number of employees, titles and pay rate was for "information purposes only". A draft management plan is required as part of the "Technical Requirements" and this must include "an estimate of the number of people needed to staff the total parking operation, a breakdown of staff by parking lot and a proposed schedule of hours and staffing for a typical day of the Fair". This draft management plan can include different staffing levels, set up and job titles than those previously used.
29. **Q. Who will provide electrical and phones to the parking office?**  
A. The Department will provide the electrical and, as noted under "Department Provided Services" in the RFP, the Department will also provide "telephones for the office trailer with two dedicated phone extensions".
30. **Q. Is the staffing to include the exiting of traffic after the grandstand shows?**  
A. Yes. As noted under "Proposer Provided Services in the RFP, the staffing of the lots will be from "6:00 am to 10:00 pm with the exception of the Impound Lot which must be staffed from 7:00 am to midnight. Also, Gates 7 and 10 must be staffed 24 hours a day beginning on the Sunday before the first day of the Fair and ending on the last day of the Fair at 10:00 pm."
31. **Q. Any photos of the lots when they have cars parked available?**  
A. See attachment #2 which photos show the lots with vehicles.
32. **Q. What type of parking permits are there?**  
A. The Department has a 12-day parking sticker that is to be affixed to the front window of a vehicle and a parking hanger that has anywhere from 1 to 6 days available. The parking hanger is a tear-off tab for each day which is to be collected by the parking staff.
33. **Q. Can the successful bidder leave the office trailer in the designated location throughout the 5 year term of the contract?**  
A. Yes. The selected vendor would be responsible for securing and maintaining the office trailer throughout the year.
34. **Q. Page 11 under Commercial General Liability Insurance states that the successful bidder must have limits no less than \$2,000,000 each occurrence. Does underlying limits of \$1,000,000 per occurrence and \$2,000,000 per aggregate with a \$2,000,000 umbrella effectively raising the occurrence limit to \$3,000.000 cover this insurance requirement?**

- A. Yes.
35. **Q. Can the successful bidder use a separate but related LLC to hire and pay the parking contractors' employees?**  
A. Yes, but contract payment will only be made to the selected contractor.
36. **Q. What specific background checks are required by the contractor?**  
A. See question #4.
37. **Q. Are there any specific uniform requirements for the staff of the contractor?**  
A. See question #22.
38. **Q. How would the fair's swipe card payroll system be coordinated with the contractor's management staff so the contractor can manage the payroll and time cards daily?**  
A. See question #8.
39. **Q. Please provide a list of employees that were employed in the parking operation at last year's fair with contact information.**  
A. See attachment #1
40. **Q. Please provide pictures of each lot showing cars parked on those lots so that we are able to better visualize where cars are parked; also, this should show the general area where cars are parked in each area with demarcation lines of where the lots start and stop.**  
A. See attachment #2.
41. **Q. Is the access road on the western side of the Orange lot used for two-way traffic or one-way traffic during the event?**  
A. The access road on the western side of the Orange lot is used only as an exit for vehicles.
42. **Q. Please show on a map where the parking office trailer will be placed on the property during the event.**  
A. See attachment #3.
43. **Q. Please clarify that each contractor can adjust the staffing schedule as shown on page 4 of the RFP, and therefore provide the fair with a different schedule and different sets of employee job titles.**  
A. See question #28.
44. **Q. Please explain the Offeror's Certification of Compliance form (State Finance Law-139-k(5)).**  
A. At the time a proposal is submitted to Agriculture and Markets, the proposer must certify that the information it has and will provide to Agriculture and Markets pursuant to SFL §139-k is complete, true and accurate regarding findings of non-

responsibility made within the previous four years by any State governmental entity where such finding of non-responsibility was due to a violation of SFL §139-j or due to the intentional provision of false or incomplete information to a State governmental entity.

45. **Q. Please give specific guidance on what the fair expects from the contractor during the egress of the lots (at the end of each day) i.e. is the contractor to staff each lot until the majority of each lot is empty?**  
A. See question #30.
46. **Q. Does the state or fair require a specific form to be used for the performance bond?**  
A. No.
47. **Q. Please provide the estimated capacity of each of these lots:**  
A. **Orange – 9,000, Brown – 3,000, Pink – 2,000, Red - 500, Yellow – 500, Green – 2,000, Gray – 2,000, Black (storage only) – 1,500**
48. **Q. Please provide the number of Parking Cashier Supervisors, Vehicle Gate Supervisors, Head Cashiers, Line Cashiers and Parking Cashiers were assigned to each gate (gate by gate) in prior years.**  
A. The Department does not have this information by gate.
49. **Q. Please provide the number of Parking Lot Supervisors and Parking Attendants assigned to each lot (lot by lot) in prior years.**  
A. The Department does not have a this information by lot.
50. **Q. Section 4D states that the Operator will sell admission tickets at vehicle gates 10, 11 and 12. My recollection is that it was communicated that this is no longer in the scope of work. Please clarify if this is the case and if not, please describe the procedures and expectations for selling these admission tickets.**  
A. As noted under “Proposer Provided Services”, the selected contractor will responsible for selling “gate admission tickets at vehicle gates 10, 11 and 12”. Admission tickets are sold and redeemed at the same time the parking tickets are sold. Attendants wear aprons for this purpose
51. **Q. Where has the parking trailer been placed in prior years?**  
A. Inside of Gate 8.
52. **Q. Where is the impound lot?**  
A. See attached map.
53. **Q. How were MBE / WBE goals met in previous years?**  
A. There were no MBE/WBE goals in the last RFP.